

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Executive Assistant II

GRADE: 9

REPORTS TO: Speaker, Chief of Staff, Business Director, or Clerk of the House

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**POSITION SUMMARY:** This is an at-will position, partisan or non-partisan. The Executive Assistant II performs a multitude of high-level tasks in a professional manner with a focus on outstanding service. The Executive Assistant II supports senior level administrators and/or the Speaker of the House.

**NATURE AND SCOPE:** The Executive Assistant II must possess exemplary written and oral communication skills, organizational and office management skills, as well as extensive technology skills with various applications. The individual works well under pressure, without direct supervision, and maintains the ability to exercise initiative and good judgment. The Executive Assistant II serves as both a leader and mentor to other staff.

#### PRINCIPAL ACCOUNTABILITIES:

1. Assists Members, staff and visitors including; answering the telephone, receives mail and responds to emails, schedules appointments, and problem solves.
2. Understands House policies and utilizes knowledge in making decisions.
3. Responsible for specialized tasks that are critical to the function of their office.
4. Attends director level meetings to assist in completing the weekly/monthly agenda.
5. Performs a multitude of tasks that require confidentiality.
6. Communicates directly, on behalf of the Speaker of the House, Chief of Staff, Business Director, or Clerk of the House, with Members, staff, and outside agencies.
7. Researches, prioritizes, and responds to incoming issues. Determines appropriate course of action.
8. Other duties as assigned.

**JOB QUALIFICATIONS:** The qualified applicant must possess a strong work ethic with more than ten years of experience in office management.

Revised: July 1, 2016